

TITLE, SERIES, GRADE: Executive Officer, ES-301

PAY RANGE: \$111,676 - \$154,600*

*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules. An executive with pay exceeding Level III of the Executive Schedule transferring from a certified agency may be appointed at the higher rate.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-SES-02

AREA OF CONSIDERATION: Government-Wide

OPENING DATE: February 2, 2007

CLOSING DATE: March 2, 2007

DUTY LOCATION: Criminal Division, Office of Administration, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

The incumbent of this position is the key executive responsible for the overall management support programs of the Division. As such, the Executive Officer is specifically responsible for directing and providing executive advice on all aspects of administrative and organizational management functions of the Criminal Division. The Executive Officer reports directly to the Chief of Staff of the Criminal Division.

MAJOR DUTIES:

The Executive Officer is responsible for providing leadership and directing all aspects of administrative and organizational management functions of the Criminal Division, including:

- ▶ strategic management of human capital;
- ▶ strategic planning and accountability for results oriented performance;
- ▶ management of budget, accounting, and procurement functions;
- ▶ protection of facilities, personnel and classified information;
- ▶ delivery of legal, technical and administrative support training;
- ▶ direction of space and related logistical functions;
- ▶ automated office support systems,
- ▶ information technology and information resources management;
- ▶ telecommunication, correspondence and records management; and
- ▶ litigation support.

In the management of these programs, the Executive Officer develops long range strategies required to support the Division's mission and program goals and exercises responsibility for initiating, formulating and executing broad policy positions related to the full spectrum of issues germane to the management of the Criminal Division.

More specific duties include:

- Providing executive leadership and direction to assure the development and maintenance of a sound organizational structure; improve management methods, techniques and

procedures; and ensure the most effective use of human, money and materials resources necessary to the expeditious accomplishment of the Criminal Division mission.

- Formulating, promulgating, and implementing Division-wide policies intended to realize Division and Department goals through sound and comprehensive management of programs.
- Defining, initiating, and guiding the development and implementation of specific systems and processes to evaluate all aspects of management systems and their execution within the Division.
- Providing executive level leadership and direction for the Criminal Division's Emergency Preparedness Program for sites, facilities, and continuity of operations; managing the development and implementation of policies, plans, and procedures for emergency response activities; serving as the primary point of contact for coordination of emergency management activities, including intra- and inter-departmental activities; and ensuring program integrity through the integration of programs, systems, training and response capabilities.
- Initiating and developing strategy and recommendations to improve current and future Division effectiveness and efficiency required to support the Division's mission and program goals.
- Serving as an advocate for the Division's programs and resource needs with various external groups, e.g., the Office of Management and Budget, the General Accountability Office, and senior officials of the Department's Justice Management Division.
- Providing management direction and work integration of the Office of Administration consisting of more than 80 employees and contractors.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrate strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

Professional/Technical Requirements:

- 1) Proven ability to provide a full array of technical and administrative direction, through subordinate supervisors, to a large technical, professional and administrative staff.

- 2) Demonstrated ability to formulate and implement innovative customer service strategies and solutions within a large-scale, complex organizational infrastructure.
- 3) Extensive knowledge of federal statutes and regulations governing administrative programs necessary to provide expert advice to senior management, to formulate a broad strategic vision to address the administrative needs of a litigating division, and to develop and implement comprehensive Division-wide management policies.
- 4) Ability to analyze and decide among alternative solutions to current and anticipated Information Technology needs to deliver effective office automation applications support, Internet and Intranet support and network management support.
- 5) Demonstrated ability to effectively serve as an advocate for the Division's programs and resources needs with various senior level groups, both internal and external to the Division.

DESIRABLE QUALIFICATIONS:

Knowledge of the organization, function and operations of the Federal government, the Department of Justice and the Criminal Division.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- **Leadership Competencies:** Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to manage human, financial, and information resources strategically.

- Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS/ COMMUNICATION: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee or certified under a SES Candidate Development Program must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period..
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.
- (4) For additional information or copies of forms, please call (202) 514-2811.

To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Applicants must meet qualification requirements by the closing date of the announcement.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE (3/2/07)** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Tracy Melton
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

Applications must be **received by the closing date (3/2/07)** to receive consideration.

CONTACT: Tracy Melton or Theresa Morgan

CONTACT PHONE: 202-514-2811

E-MAIL: SES.CRMJOBS@USDOJ.GOV

FAX: 202-353-0775

TDD: 202-305-2918